

# Retention and Classification Report

**Agency:** Uintah Transportation Special Service District (Utah) (2213)

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**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27225

3

**TITLE:** Administrative Control Board closed meeting records

**DATES:** 1989-

**ARRANGEMENT:** Chronological by date of board meeting

**DESCRIPTION:**

These records support the agency's administrative function to hold closed meetings in accordance with Utah Code 54-4-204(2014) and 54-4-205(2013). Records document the proceedings of the closed meeting and are the official record of all matters discussed (Utah Code 52-4-206(1)(a), (2)(2014)). Information includes parties present as well as the date, time, and location of the meeting.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 60.

**AUTHORIZED:** 04/07/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1989 through 2009. Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Sound recordings: For records beginning in 2009 and continuing to the present. Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27225

**TITLE:** Administrative Control Board closed meeting records

(continued)

**APPRAISAL:**

Administrative Historical

These records of historical nature as they document the proceedings of a public body.

**PRIMARY CLASSIFICATION:**

Protected      Utah Code 63G-2-305(32)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 26384

3

**TITLE:** Administrative Control Board open meeting minutes

**DATES:** 1988-

**ARRANGEMENT:** Chronological by date of board meeting.

**DESCRIPTION:**

These records support the agency's administrative function to hold public meetings (Utah Code 52-4-201(2006)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203(2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 26384

**TITLE:** Administrative Control Board open meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

These records are historical as they document the decisions of the Administrative Control Board.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27540

3

**TITLE:** Administrative code

**DATES:** 1989-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These are the constitution and bylaws of the District Board. They establish the organization and operational procedures for the Board. They include a description and purpose of the Board, description and responsibilities of the Board's positions, employee's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, the establishment of procedural rules, records access and management, employee personnel policies, and procurement procedures for engineering and construction contracts.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 43.

**AUTHORIZED:** 10/26/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27540

**TITLE:** Administrative code

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27537

3

**TITLE:** Annual budget

**DATES:** 1989-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3(14)(1995)). At or before the first regularly scheduled meeting of the Board in November, the Executive Director shall file with the Board, a tentative budget for each governmental fund and capital fund, and an operating and capital budget for each proprietary and other required special fund for which a budget is required. After considering the proposed budget and making any revisions thereto that it may deem advisable, the Board shall, by resolution, adopt a budget for the ensuing fiscal year prior to the beginning of the fiscal year, subject to later amendment.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 3, Item 1.

**AUTHORIZED:** 10/27/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.



**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27537

**TITLE:** Annual budget

(continued)

**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27538

3

**TITLE:** Audit reports

**DATES:** 1989-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These records support the agency's fiscal function to perform an annual audit in conformity with the "Uniform Accounting Manual for Special Districts" (Utah Code 51-2a-202(2004)). Records document the auditor's findings, written opinion, and recommendation for improvement. Information includes related financial data and supporting documentation.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 4.

**AUTHORIZED:** 10/26/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical

These records are of historical interest as they show the financial situation of the agency from year to year.

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27538

**TITLE:** Audit reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27564

1

**TITLE:** Board member files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by last name

**DESCRIPTION:**

These files include a financial summary of payments made to board members, contact information, training certificates, and adverse action files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. 63G-2-302 (2) (a)

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27563

1

**TITLE:** E-100 contractor statement of interest

**DATES:** 1998-

**ARRANGEMENT:** Chronological by year of engineering pool; then alphabetical by contractor company name.

**DESCRIPTION:**

These are the applications submitted by E-100 contractors to be pre-qualified in the District's annual pool.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Protected 63G-2-305 (2) (b)(c)

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27545

3

**TITLE:** Engineering statement of qualifications

**DATES:** 1998-

**ARRANGEMENT:** Chronological by year of engineering pool, then alphabetical by engineering firm name.

**DESCRIPTION:**

These are the documents detailing qualifications submitted by engineering companies or individual engineers to be accepted into the District's annual pool.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 4.

**AUTHORIZED:** 10/26/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after expiration of eligibility and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27545

**TITLE:** Engineering statement of qualifications

(continued)

**PRIMARY CLASSIFICATION:**

Protected 63G-2-305 (2) (b) & (c)

**SECONDARY CLASSIFICATION(S):**

Private

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27539

3

**TITLE:** History of the district

**DATES:** 1989

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This is the history written by a past Director. It includes the title, author, date written, and a historical narrative.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 31.

**AUTHORIZED:** 10/26/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Historical

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27543

3

**TITLE:** Litigation files

**DATES:** 1997-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These records support the agency's legal function to document lawsuits filed by or against the agency. Records document the legal proceedings of each case. Information includes attorney notes, copies of official fillings and depositions, related correspondence, and research materials.

**RETENTION:**

Retain 20 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 24, Item 9.

**AUTHORIZED:** 10/26/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27543

**TITLE:** Litigation files

(continued)

**APPRAISAL:**

Administrative Historical Legal

These records are of historical value as they document the legal proceedings of the agency. The records are also of legal value as they serve as evidence of the agency's rights.

**PRIMARY CLASSIFICATION:**

Protected Utah code 63G-2-305(17),(18),(23)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27541

3

**TITLE:** Loan and grant files

**DATES:** 1989-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 9.

**AUTHORIZED:** 10/26/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27541

**TITLE:** Loan and grant files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27542

3

**TITLE:** Oath of office

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by last name.

**DESCRIPTION:**

These are the official oaths of the board members appointed. They are used to verify that oaths were administered in accordance with the Utah State Constitution (Art.IV, Sec.10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation."

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 18.

**AUTHORIZED:** 11/02/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical Legal

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27542

**TITLE:** Oath of office

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27562

1

**TITLE:** Property owner meeting files

**DATES:** 2005-

**ARRANGEMENT:** Chronological by transportation project file; then alphabetical by last name of the property owner.

**DESCRIPTION:**

This is a list of the physical addresses and corresponding mailing addresses on property parcels surrounding the District's transportation projects. The engineer selected for the project sends a letter defining the basic scope of the upcoming project and invites property owners to attend a public information/input meeting. Other records included in this series are: a copy of the letter sent, a mailing list, and public comments received.

**RETENTION:**

Retain 6 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27562

**TITLE:** Property owner meeting files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private



**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27546

3

**TITLE:** Resolutions

**DATES:** 1989-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These are formal statements of decisions adopted by the Board.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

**AUTHORIZED:** 10/26/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27226

3

**TITLE:** Transportation project files

**DATES:** 1989-

**ARRANGEMENT:**

**DESCRIPTION:**

These records support the agency's function to facilitate and develop the transportation system in the county. Records document engineering and construction projects undertaken by the agency. Information includes contracts for consultants and E-100 construction services, right-of-way acquisitions as well as final plans, reports, and studies. Related correspondence and financial information are also included.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 13.

**AUTHORIZED:** 05/11/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**AGENCY:** Uintah Transportation Special Service District (Utah)

**SERIES:** 27226

**TITLE:** Transportation project files

(continued)

**APPRAISAL:**

Administrative Historical

These records are of historical value as they document changes in the land and transportation routes.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.